

February 11, 2003 Dade Heritage Trust Executive Committee

Meeting

Minutes

Financial Report

\$15,000 from Peacock Foundation

\$15,000 from Goldsmith Foundation (\$5000 to be given to DMP for Antique Car Show for DHDays)

Application to Leigh Foundation

Miami High Bungalow

Bond Oversight Committee—Feb. 18—6 p.m. Riverside, 10<sup>th</sup> floor

Historic Preservation Conference—April 11<sup>th</sup>—Miami Woman's Club

Dade Heritage Days

Biltmore Luncheon April 1st—sell tables

City Hall Restoration Event?

Preservation Today—need ads

Revolving Fund—interest from Dice House, Hampton House, UM for West Grove, CarrFour for Royalton Hotel

Calusa Playhouse

Preservation Awards

Nominating Committee

Coming Events:

UEL Conference on Feb. 28<sup>th</sup> at Miami Woman's Club—8:30-5:00--\$25

DHT Board Meeting 5:30 p.m. Feb. 19<sup>th</sup>—Coconut Grove Woman's Club

DHT Executive Committee Meeting Minutes  
January 7, 2002, DHT Headquarters

The meeting was called to order by the President, Bill Murphy. Present were Walter Alvarez, Richard Heisenbottle, Blanca Mesa, Judy Pruitt and Executive Director Becky Matkov.

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There was a discussion of the Financials, including the Audit by Walter Alvarez. Judy Pruitt suggested that Jim Herrera be considered as a potential board member. Walter Alvarez and Becky Matkov agreed to take Jim Herrera to lunch to thank him for his generous \$900 donation for a new DHT computer.

There followed a discussion of the success of the Christmas Party, which generated \$610 profit and generated good will. The annual event is in important membership service, Becky said.

There was a motion by Richard Heisenbottle, seconded by Judy Pruitt to approve the Financial Audit and it passed unanimously.

Becky Matkov reviewed the grants she is applying for, including: Peacock Foundation \$20,000, Rosenberg Foundation \$10,000 and Goldsmith Foundation \$10,000

Old Miami High Bungalow:

Richard Heisenbottle reported that the move is on track. The biggest obstacle is getting the City of Miami permits on time. The target date for the move is January 15, with a possible arrival on Jan. 16, 2002. Becky agreed to follow up with Miami High Alumni Howard Kleinberg and Ann Marie Clyde and to contact the principals of Miami High and Southside Elementary to try to get the school children and High School marching band to participate in the move and arrival of the building to its new location. A press package will be developed to include a press release and information on the history, timeline.

Invitations will also be developed for City officials and community leaders.

Richard Heisenbottle said that an additional \$100,000 is needed to complete the exterior restoration, including a new, permanent roof. Richard agreed to contact Janet Palsino, the new director of Capital Improvements in the City of Miami about this.

Richard Heisenbottle made a motion, seconded by Walter Alvarez to accept a \$12,000 loan from the Villagers if the City of Miami funds are short for immediate restoration needs. Richard suggested that DHT apply for a grant from the State of Florida for additional restoration funds.

Aviation Fundraiser

There was a discussion of having a DHT fundraiser at the Maim City Hall with an Aviation theme. Sponsorships could be secured from area restaurants and hotels for in-kind and cash contributions. Becky agreed to set up a meeting for Richard Heisenbottle and Bill Murphy to meet with the city communications director Carlos McDonald to organize the event and secure the City's permission.

#### Ponce de Leon Middle School

Don Slesnick, the Mayor of Coral Gables told Becky Matkov that the Miami-Dade School Board intends to condemn the school as unsafe. Mayor Slesnick asked DHT to send a letter of support to designate the school historic, as this would be a good first step in preserving the building. Becky agreed to contact Miami-Dade School Board member Betsy Kaplan to get all reports on this issue.

A Motion was made by Blanca Mesa, seconded by Judy Pruitt supporting the historic designation of Ponce de Leon Middle school, and it passed unanimously.

#### Calusa Playhouse

To date there has been no response to a December 11, 2002 letter to the Miami-Dade Parks and Recreation Director regarding the deteriorating condition of the historically-designated Calusa Playhouse on Key Biscayne. Bill Murphy suggested Becky send a fax follow-up with the original letter attached reminding the Parks Department of this pending matter.

Becky Matkov agreed to pursue porch restoration bids so that the work can begin.

The Meeting was adjourned.

Submitted by Blanca Mesa, Secretary, DHT

## Income

	<u>Actual Month</u> <u>Jan/03</u>	<u>Actual 7 Months</u> <u>YTD</u>	<u>Annual Budget</u> <u>07/02-06/03</u>	<u>Actual Last Yr.</u>
3000 Grants	<u>1,000.00</u>	<u>16,000.00</u>	<u>124,000.00</u>	<u>87,669.00</u>
3100 Membership Dues	<u>1,600.00</u>	<u>9,715.00</u>	<u>16,000.00</u>	<u>16,380.00</u>
3101 Phone-A-Thon	<u>440.00</u>	<u>2,830.00</u>		
3200 Donations	<u>900.00</u>	<u>20,940.00</u>	<u>10,000.00</u>	<u>7,306.00</u>
3300 Administration Fees		<u>2,000.00</u>	<u>4,300.00</u>	
3350 Advertising Income		<u>1,670.00</u>	<u>6,000.00</u>	<u>5,400.00</u>
3400 "MHN" Publication Sales	<u>1,408.80</u>	<u>5,616.36</u>	<u>10,000.00</u>	<u>43,959.34</u>
3450 Merchandise Sales	<u>200.00</u>	<u>656.00</u>	<u>100.00</u>	
3500 Meeting/Event Income	<u>330.00</u>	<u>2,380.00</u>	<u>15,000.00</u>	<u>3,750.00</u>
3510 Tour Income	<u>180.00</u>	<u>180.00</u>		<u>910.00</u>
3550 Sponsorships			<u>10,000.00</u>	<u>8,000.00</u>
3600 *Other Income				<u>602.19</u>
3601 Author's Fees				<u>2,000.00</u>
3900 Interest Income(Bank)	<u>27.50</u>	<u>315.75</u>		<u>576.33</u>
3901 Investment/ Dividend Income			<u>600.00</u>	<u>45.78</u>
3999 Reimbursement Expenses	<u>14.21</u>	<u>138.16</u>		<u>216.55</u>
4002 Endowment Fund				<u>1,100.00</u>
4004 Save Old Miami High	<u>35,500.00</u>	<u>36,620.00</u>		<u>45,471.00</u>
4005 Hampton House		<u>150.00</u>		<u>1,210.00</u>
4006 Revolving Fund Administration Fee		<u>70,000.00</u>	<u>70,000.00</u>	
4007 Insurance DHT Headquarters		<u>13,500.00</u>		
<b><u>I Income</u></b>	<b><u>41,600.51</u></b>	<b><u>182,711.27</u></b>	<b><u>266,000.00</u></b>	<b><u>224,596.19</u></b>

EXPENSES	Actual Month Jan/03	Actual 7 Months YTD	Annual Budget 7/02-6/03	Actual Last Year
5000-SALARY EXPENSES	<u>13,269.21</u>	<u>76,419.11</u>	<u>119,000.00</u>	<u>84,498.70</u>
5115- MEETING/EVENT/ CATERING	<u>246.32</u>	<u>2,515.71</u>	<u>8,000.00</u>	<u>3,425.97</u>
5120-MERCHANDISE PURCHASE	<u>837.00</u>	<u>1,517.00</u>	<u>1,000.00</u>	<u>932.17</u>
5200-PRINTING/DESIGN			<u>20,000.00</u>	<u>8,006.00</u>
5300-REPAIR & MAINTENANCE		<u>415.19</u>	<u>9,500.00</u>	<u>732.19</u>
5400-LICENSES & PERMITS	<u>216.90</u>	<u>1,176.75</u>	<u>1,500.00</u>	<u>1,152.25</u>
5450-WASTE REMOVAL	<u>437.71</u>	<u>1,277.57</u>	<u>1,600.00</u>	<u>1,594.08</u>
5500-CONTRACT SERVICES			<u>2,500.00</u>	<u>5,189.88</u>
5600-UTILITIES	<u>409.04</u>	<u>1,500.63</u>	<u>2,500.00</u>	<u>2,212.93</u>
5700-INSURANCE		<u>6,331.17</u>	<u>8,000.00</u>	<u>7,736.18</u>
5710-ACCOUNTANT FEES		<u>3,500.00</u>	<u>4,000.00</u>	<u>3,500.00</u>
5750-PROFESSIONAL/LEGAL FEES	<u>153.00</u>	<u>587.29</u>	<u>5,000.00</u>	<u>5,379.50</u>
5800-ADVERTISING & PROMOTION		<u>400.00</u>	<u>10,000.00</u>	<u>9,500.10</u>
5810-PRINTING	<u>52.50</u>	<u>9,318.66</u>		<u>20,377.04</u>
5820-AWARDS/PRIZE & GIFTS	<u>135.00</u>	<u>192.50</u>	<u>2,000.00</u>	<u>2,070.50</u>
5830-SPECIAL & FUNDRAISING EVENTS- EXPENSES/SPKRS		<u>195.00</u>	<u>10,000.00</u>	<u>1,732.31</u>
5840-SEMINARS/CONFERENCES/MTGS.		<u>1,579.37</u>	<u>3,000.00</u>	<u>792.49</u>
5850-PHOTOGRAPHY/SIGNS & BANNERS		<u>477.48</u>	<u>5,000.00</u>	<u>4,546.73</u>
5990-MISC.LICENSING & TAX	<u>214.99</u>	<u>2,603.61</u>	<u>3,000.00</u>	<u>462.65</u>
6010-PAYROLL TAXES	<u>1,346.85</u>	<u>6,389.36</u>	<u>9,500.00</u>	<u>11,296.17</u>
6015-MEDICAL INSURANCE	<u>500.00</u>	<u>3,900.00</u>	<u>5,400.00</u>	<u>4,050.00</u>
6200-VEHICLE EXPENSE	<u>50.00</u>	<u>121.00</u>	<u>150.00</u>	<u>738.05</u>
6300-PAYROLL PROCESSING SERVICE	<u>139.10</u>	<u>1,045.36</u>	<u>1,200.00</u>	<u>1,360.26</u>
6310-OFFICE SUPPLIES	<u>499.00</u>	<u>3,347.08</u>	<u>4,500.00</u>	<u>4,749.00</u>
6320-TELEPHONE	<u>416.25</u>	<u>2,882.02</u>	<u>4,800.00</u>	<u>5,219.04</u>
6330-DUES & SUBSCRIPTIONS	<u>80.00</u>	<u>994.00</u>	<u>2,500.00</u>	<u>2,478.98</u>
6340-MTG/EVENTS EQUIPMENT RENTAL		<u>168.93</u>	<u>1,000.00</u>	<u>940.14</u>
6500-BANK CHARGES	<u>329.67</u>	<u>574.96</u>	<u>250.00</u>	<u>111.08</u>
6510-BOOKS, MAGAZINES & PUBLICATIONS		<u>21.80</u>	<u>285.00</u>	<u>285.10</u>

6520-CREDIT CARD SALES		<u>30.49</u>	<u>300.00</u>	<u>247.76</u>
6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP	<u>14.43</u>	<u>27.11</u>	<u>200.00</u>	<u>333.80</u>
6600-RENT			<u>4.00</u>	
6610-EQUIPMENT-LEASE & MAINTENANCE	<u>292.22</u>	<u>1,784.36</u>	<u>4,900.00</u>	<u>5,062.35</u>
6710-VEHICLE INSURANCE		<u>1,158.00</u>	<u>750.00</u>	<u>178.00</u>
6810-POSTAGE	<u>57.44</u>	<u>2,228.05</u>	<u>7,161.00</u>	<u>7,144.39</u>
6830-TRAVEL(TRANSPORTATION & LODGING)			<u>2,500.00</u>	<u>1,192.42</u>
6840-ALARM MONITORING	<u>78.00</u>	<u>365.00</u>	<u>450.00</u>	<u>337.00</u>
6930-EQUIPMENT PURCHASES			<u>3,000.00</u>	
6931-DOWNTOWN MIAMI MAIN STREET PROGRAM				<u>5,000.00</u>
6933- Reimbursement		<u>365.06</u>	<u>1,300.00</u>	<u>1,305.41</u>
6935-City Cemetery			<u>250.00</u>	<u>250.00</u>
6937-Save Old Miami High	<u>35,000.00</u>	<u>76,504.40</u>		
6938-Hampton House		<u>1,210.00</u>		
TOTAL EXPENSES	<u>54,774.63</u>	<u>213,124.02</u>	<u>266,000.00</u>	<u>216,120.62</u>
<u>Excess Revenue Over Expenses</u>	<u>-13,174.12</u>	<u>-30,412.75</u>		



# Northern Trust

595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

## Statement of Account

PAGE 1 OF 5

STATEMENT CLOSING DATE  
JANUARY 31, 2003

PLEASE REFER INQUIRIES TO:  
CHRISTINA LUNSFORD  
1-305-529-7700

25 ITEMS ENCLOSED

DADE HERITAGE ++A++ TRUST  
190 SE 12 TER  
MIAMI FL 33131-3204

### COMBINED STATEMENT

#### SUMMARY OF ACCOUNTS

TYPE OF ACCOUNT	ACCOUNT #	ENDING BALANCE
BUSINESS ANCHOR CHECKING	1240001367	20,000.00
ANCHOR INVESTMENT**	902553676	16,575.84
	COMBINED BALANCE	36,575.84

#### ANCHOR INVESTMENT 902553676

#### MUTUAL FUND PORTFOLIO POSITION

NORTHERN FUND:	NORTHERN MONEY MARKET FUND
NUMBER OF SHARES	16,575.840
SHARE PRICE	1.000
MARKET VALUE	16,575.84
7-DAY CURRENT YIELD as of 01/31/2003	0.86%
DIVIDEND INCOME	27.50

\*\* An investment in Northern Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Funds.

Shares of Northern Funds are distributed by Northern Funds Distributors, LLC, an independent third party.

NOT FDIC-INSURED

May lose value

No bank guarantee



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595 BILTMORE WAY  
CORAL GABLES, FLORIDA 33134

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PAGE 1 OF 1

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JANUARY 31, 2003

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CHRISTINA LUNSFORD  
1-305-529-7700

0 ITEMS ENCLOSED

DADE HERITAGE TRUST INC.  
REVOLVING FUND  
190 SE 12 TER  
MIAMI FL 33131-3204

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NON-PERSONAL PREMIUM MMDA NUMBER 1217024831

BEGINNING BALANCE DECEMBER 31, 2002	633,673.59
CHECKS AND DEBITS	0.00
DEPOSITS AND CREDITS	0.00
INTEREST PAID	694.27
ENDING BALANCE ON JANUARY 31, 2003	634,367.86
INTEREST PAID YEAR TO DATE	694.27

### CREDITS

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01-31	INTEREST	694.27

### DAILY BALANCES

<u>DATE</u>	<u>BALANCE</u>	<u>DATE</u>	<u>BALANCE</u>	<u>DATE</u>	<u>BALANCE</u>
12-31	633,673.59	01-31	634,367.86		